




Welcome


Slide notes: Welcome to the lesson on How to File a Brief.



Navigation Instructions

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You may also drag the progress bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you click on the  arrows, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also include a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.


For version information about this lesson module, roll your mouse over the "i" in the heading.

To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **CONTINUE** button when you're ready.

Navigation Instructions

Slide notes: These are the instructions for navigating through this lesson module. When you are ready to start the lesson, click the Continue button.



Objectives

When you complete this lesson module, you will be able to:

- Select the category and event to file a brief.
- Enter a service date and select the type of service.
- Select the party filer.
- Upload and describe your brief.
- Submit the docket entry.
- View the Notice of Docket Activity.

Click the **CONTINUE** button.



Objectives

Slide notes: Here are the objectives for this lesson. These are the things you will be able to do when you complete it. After reading through these objectives, click the Continue button.



Slide 4

Slide notes: We'll begin at the CM/ECF Startup Page. This page appears after you've entered your username and password on the login page. To learn more about how to login to CM/ECF, please see our module "Introduction to CM/ECF".

For this module, let's assume you are Mary Zawacki and you are filing a brief on behalf of Big Wheel Energy, the petitioner in one of your cases. To begin, click on Docketing in the main menu.



Slide 5

Slide notes: Click on File a Document.



Slide 6

Slide notes: This is a transition slide.

The screenshot shows a web browser window titled "Docketing Appendix Filed". The browser's address bar shows "Docketing Appendix Filed". The page has a navigation bar with links: "Docketing", "Reports", "Utilities", "Logout", and "Help". On the left side, there is a vertical banner that reads "CM/ECF Appellate". The main content area is titled "File a Document". Below the title, there is a "Case:" label followed by a text input field and a blue link that says "Enter case number as yy-nnnn (e.g., 05-2475)". Below this, it says "Filed Date: 05/27/2009". There are two main sections for selecting document types. The left section is a list of radio buttons with labels: "Appendices or Joint Appendix", "Brief(Appendix Deferred)", "Brief (Appendix Not Deferred)", "Brief(Cross-Appeal Appendix Deferr", "Brief(CrossAppeal Appendix Not De", "Brief(Supplemental or Errata to Brie", "Certificates", "Forms", "Letters", "Motion", "Notices", and "Other". The right section is titled "Select One" and contains three radio buttons: "Appendix Filed", "Supplemental Appendix Filed", and "Statutory Addendum to Brief Filed". Below these sections, there is a blue instruction: "Check boxes for each additional case in which this document should be filed." and a label "Case Selection" above a large empty rectangular box.

Select Category and Event

Slide notes: This is the initial docketing screen. To learn more about the different parts of this screen, please see the module, "Introduction to CM/ECF". First, we'll need to enter a case number. Enter the practice case number 09-1999 in the Case field and then press Tab key.

Docketing Appendix Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

File a Document

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 07/08/2009

CM/ECF Appellate

☒ Appendices or Joint Appendix

☐ Brief(Appendix Deferred)

☐ Brief (Appendix Not Deferred)

☐ Brief(Cross-Appeal Appendix Deferred)

☐ Brief(CrossAppeal Appendix Not Deferred)

☐ Brief(Supplemental or Errata to Brief)

☐ Certificates

☐ Forms

☐ Letters

☐ Motion

☐ Notices

☐ Other

Select One

☒ Appendix Filed

☐ Supplemental Appendix Filed

☐ Statutory Addendum to Brief Filed

Check boxes for each additional case in which this document should be filed.

Case Selection

☒ 09-1999 Big Wheel Energy v. FERC (Target Case)

Slide 8

Slide notes: You should always verify that you're in the correct case by viewing the title that appears at the top of the screen. Since this is the correct title, we'll move on and select our event category. In this case, we're going to file a brief with a deferred appendix. Please select the category Brief(Appendix Deferred).

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

File a Document

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 07/08/2009

☐ Appendicies or Joint Appendix
☒ Brief(Appendix Deferred)
☐ Brief (Appendix Not Deferred)
☐ Brief(Cross-Appeal Appendix Deferred)
☐ Brief(CrossAppeal Appendix Not Deferred)
☐ Brief(Supplemental or Errata to Brief)
☐ Certificates
☐ Forms
☐ Letters
☐ Motion
☐ Notices
☐ Other

Select One

☒ Appellant/Petitioner Brief Filed
☐ Appendix Filed
☐ Intervenor for Appellant/Petitioner Brief Filed
☐ Amicus for Appellant/Petitioner Brief Filed
☐ Appellee/Respondent Brief Filed
☐ Intervenor for Appellee/Respondent Brief Filed
☐ Amicus for Appellee/Respondent Brief Filed
☐ Appellant/Petitioner Reply Brief Filed
☐ Intervenor for Appellant/Petitioner Reply Brief Filed
☐ Amicus for Appellant/Petitioner Reply Brief Filed (ct-appointed only)
☐ Appellant/Petitioner FINAL Brief Filed
☐ Appellee/Respondent FINAL Brief Filed

Check boxes for each additional case in which this document should be filed.

Case Selection

☒ 09-1999 Big Wheel Energy v. FERC (Target Case)

Slide 9

Slide notes: The Events pane now displays all the events in this category. We're looking for the event Appellant/Petitioner Brief Filed. Since this event is listed first, it's selected by default. Otherwise, we would have had to clicked it's radio button. Since it's already selected, click the scroll bar to see the Continue button.

The screenshot shows a web-based application window titled "Docketing Appellant/Petitioner Brief Filed". The window has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". On the left side, there is a vertical sidebar with the text "CMI/ECF Appellate". The main content area is titled "Case 09-1999 Big Wheel Energy v. FERC". It contains two columns of radio button options. The left column includes: "Brief(Appendix Deferred)" (selected), "Brief (Appendix Not Deferred)", "Brief(Cross-Appeal Appendix Deferr", "Brief(CrossAppeal Appendix Not De", "Brief(Supplemental or Errata to Brie", "Certificates", "Forms", "Letters", "Motion", "Notices", and "Other". The right column includes: "Appellant/Petitioner Brief Filed" (selected), "Appendix Filed", "Intervenor for Appellant/Petitioner Brief Filed", "Amicus for Appellant/Petitioner Brief Filed", "Appellee/Respondent Brief Filed", "Intervenor for Appellee/Respondent Brief Filed", "Amicus for Appellee/Respondent Brief Filed", "Appellant/Petitioner Reply Brief Filed", "Intervenor for Appellant/Petitioner Reply Brief Filed", "Amicus for Appellant/Petitioner Reply Brief Filed (ct-appointed only)", and "Appellant/Petitioner FINAL Brief Filed". Below these columns, there is a blue instruction: "Check boxes for each additional case in which this document should be filed." Underneath is a "Case Selection" section with a list box containing "09-1999 Big Wheel Energy v. FERC (Target Case)". At the bottom, there is a status bar showing "Total: 0 Selected: 0", and two buttons: "All" and "Clear All". A "Continue" button is located at the bottom center.

Slide 10

Slide notes: Click the Continue button.

The screenshot shows a web application window titled "Docketing Appellant/Petitioner Brief Filed". The window has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". On the left side, there is a vertical sidebar with the text "CMI/ECF Appellate". The main content area is titled "Case 09-1999 Big Wheel Energy v. FERC". It contains two columns of radio button options. The left column includes: "Brief(Appendix Deferred)", "Brief (Appendix Not Deferred)", "Brief(Cross-Appeal Appendix Deferr", "Brief(CrossAppeal Appendix Not De", "Brief(Supplemental or Errata to Brie", "Certificates", "Forms", "Letters", "Motion", "Notices", and "Other". The right column includes: "Appellant/Petitioner Brief Filed", "Appendix Filed", "Intervenor for Appellant/Petitioner Brief Filed", "Amicus for Appellant/Petitioner Brief Filed", "Appellee/Respondent Brief Filed", "Intervenor for Appellee/Respondent Brief Filed", "Amicus for Appellee/Respondent Brief Filed", "Appellant/Petitioner Reply Brief Filed", "Intervenor for Appellant/Petitioner Reply Brief Filed", "Amicus for Appellant/Petitioner Reply Brief Filed (ct-appointed only)", and "Appellant/Petitioner FINAL Brief Filed". Below these columns, there is a blue instruction bar that says "Check boxes for each additional case in which this document should be filed." Underneath this is a "Case Selection" section with a list box containing one item: "09-1999 Big Wheel Energy v. FERC (Target Case)". At the bottom of the case selection area, it says "Total: 0 Selected: 0". There are two buttons, "All" and "Clear All", to the right of the selection area. A "Continue" button is located at the bottom center of the window.

Slide 11

Slide notes: This is a transition slide.

CM/ECF Appellate

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Service

Service Date:

☐ US Mail ☐ Fax

☐ Hand ☐ 3rd Party

☐ Email ☐ Clerk

Party Filer

Select the Parties Filing the Document:

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Big Wheel Energy	Petitioner--	09-1999	Big Wheel Energy v....

Display All Parties All Cases Select All Clear All

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure and DC Circuit Rules 28.1, 29 and 32 for length limitations. For example:

Enter a Service Date

Slide notes: Now we'll need to enter the service date and method. Let's enter the date of July 8, 2009 in the Service Date field. You should enter the date in numeric format using the 4-digit year. To enter this date, type 07/08/2009 in the Service Date field. Press the Tab key when you're finished.

CM/ECF Appellate

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Service

Service Date: 07/08/2009

☐ US Mail ☐ Fax

☐ Hand ☐ 3rd Party

☐ Email ☐ Clerk

Party Filer

Select the Parties Filing the Document:

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Big Wheel Energy	Petitioner--	09-1999	Big Wheel Energy v....

Display All Parties All Cases Select All Clear All

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure and DC Circuit Rules 28.1, 29 and 32 for length limitations. For example:

Select the Type of Service

Slide notes: For the service method, click on the Email checkbox.

CM/ECF Appellate

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Service

Service Date: 07/08/2009

☐ US Mail ☐ Fax

☐ Hand ☐ 3rd Party

☒ Email ☐ Clerk

Party Filer

Select the Parties Filing the Document:

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Big Wheel Energy	Petitioner--	09-1999	Big Wheel Energy v....

Display All Parties All Cases Select All Clear All

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure and DC Circuit Rules 28.1, 29 and 32 for length limitations. For example:

Select the Party Filer

Slide notes: Now we need to select the Party Filer. Click the checkbox for Big Wheel Energy.

CMI/ECF Appellate

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Service

Service Date: 07/08/2009

☐ US Mail ☐ Fax

☐ Hand ☐ 3rd Party

☒ Email ☐ Clerk

Party Filer

Select the Parties Filing the Document:

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Big Wheel Energy	Petitioner--	09-1999	Big Wheel Energy v....

Display All Parties All Cases Select All Clear All

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure and DC Circuit Rules 28.1, 29 and 32 for length limitations. For example:

Slide 15

Slide notes: Before proceeding, please be sure to read the instructional notes. To see the rest of the screen, click the scroll bar.

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure and DC Circuit Rules 28.1, 29 and 32 for length limitations. For example: "14,000 Words"

Additional Information

Certificate of Compliance with Length Limitations - Brief Contains:

PDF Document

Document: Browse... Description:

Add Another

Continue Back Cancel

Slide 16

Slide notes: In the Additional Information field, you should enter the page, line or word count certification for your brief. For the brief in our test case, we'll enter the total number of words. Type 13,652 Words in the Additional Information field. Press the Tab key when you're finished.

CM/ECF Appellate

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure and DC Circuit Rules 28.1, 29 and 32 for length limitations. For example: "14,000 Words"

Additional Information

Certificate of Compliance with Length Limitations - Brief Contains:

PDF Document

Document: Browse... Description: Main Document

Add Another

Continue Back Cancel

Upload and Describe Your Brief

Slide notes: Now it's time to upload our brief. Like all documents in CM/ECF, your brief should be saved in Portable Document Format or PDF. Press the Browse button to select a document to upload.

The screenshot shows a web application window titled "Docketing Appellant/Petitioner Brief Filed". The window has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". On the left side, there is a vertical label "CM/ECF Appellate". The main content area is titled "Case 09-1999 Big Wheel Energy v. FERC". It contains several sections: a "NOTE" section with text about checking the brief for compliance with Federal Rules of Appellate Procedure and D.C. Circuit Rules; another "NOTE" section with text about entering page, line, or word count certification; an "Additional Information" section with a "Certificate of Compliance with Length Limitations - Brief Contains:" label and a text input field containing "13,652 Words"; a "PDF Document" section with a "Document:" label, a text input field, a "Browse..." button, a "Description:" label, a text input field containing "Main Document", and an "Add Another" button. At the bottom of the form are three buttons: "Continue", "Back", and "Cancel".

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

CM/ECF Appellate

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure and DC Circuit Rules 28.1, 29 and 32 for length limitations. For example: "14,000 Words"

Additional Information

Certificate of Compliance with Length Limitations - Brief Contains:

13,652 Words

PDF Document

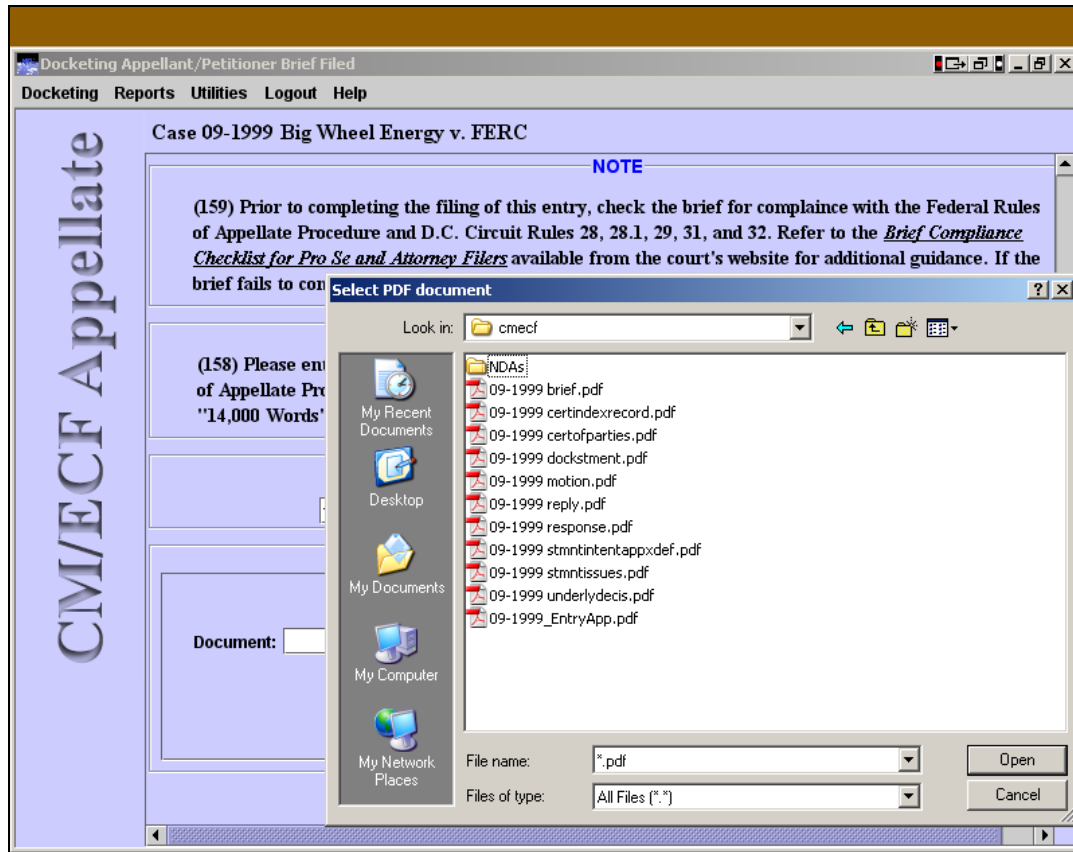
Document: Browse... Description: Main Document

Add Another

Continue Back Cancel

Slide 18

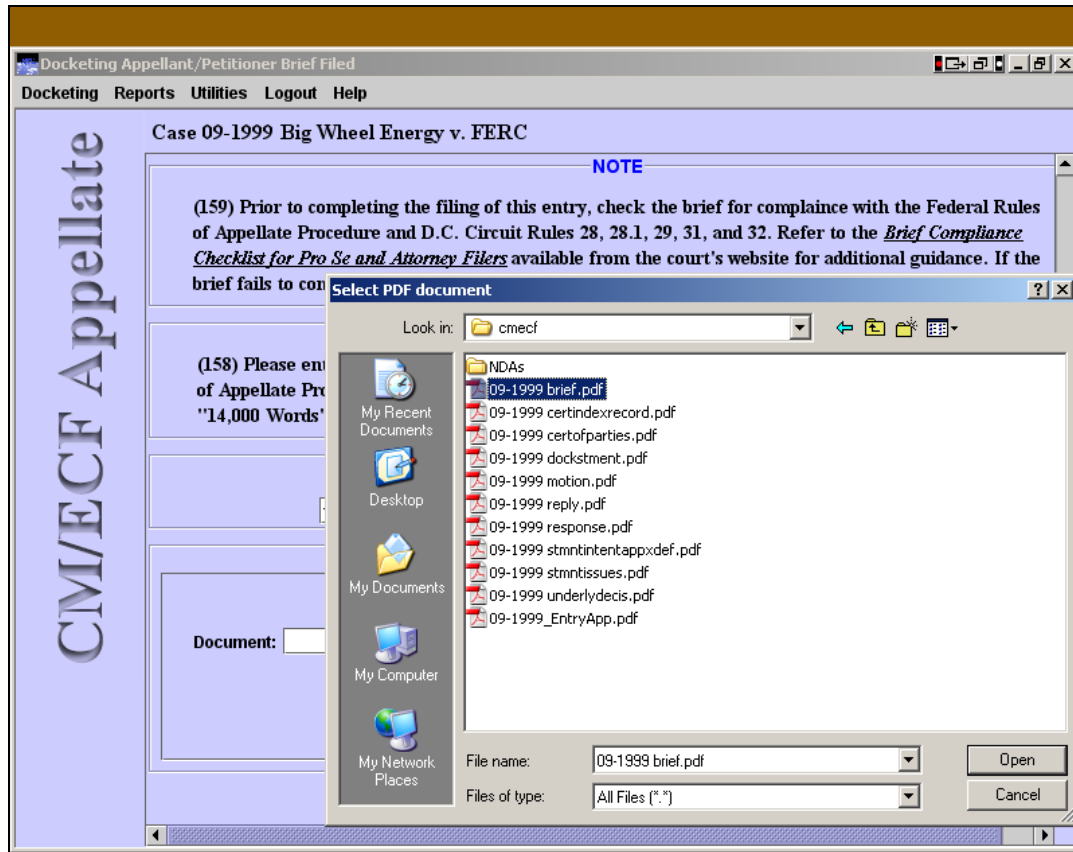
Slide notes: This is a transition slide.



Slide 19

Slide notes: The Select PDF document dialogue box appears. This dialogue box indicates that we're looking at all the PDF files in the cmecf folder. You would need to change this folder to the location on your local computer where you saved your document. For this lesson though, this is the correct directory.

The file we're looking for is 09-1999 brief.pdf. Click on this document to select it.



Slide 20

Slide notes: Click the Open button to choose this file.

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure and DC Circuit Rules 28.1, 29 and 32 for length limitations. For example: "14,000 Words"

Additional Information

Certificate of Compliance with Length Limitations - Brief Contains:

13,652 Words

PDF Document

Document: C:\cmecef\09-1999 brief.pdf Browse... Description: Main Document

Add Another

Continue Back Cancel

Slide 21

Slide notes: The Description field can be used to describe the document you're uploading. The default description is Main Document, but you'll want to change that to something more relevant to this transaction. For this event, you should change the text to Petitioner's Brief. Let's do that now. Click in the Description field and change the words Main Document to Petitioner's Brief. Press the Tab key when you're finished.

CM/ECF Appellate

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure and DC Circuit Rules 28.1, 29 and 32 for length limitations. For example: "14,000 Words"

Additional Information

Certificate of Compliance with Length Limitations - Brief Contains:

13,652 Words

PDF Document

Document: C:\cmecf\09-1999 brief.pdf Browse... Description: Petitioner's Brief

Add Another

Continue Back Cancel

Submit Your Docket Entry

Slide notes: Now that you've got all the information entered, press the Continue button.

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure. If the brief does not comply, the court may refuse to accept the brief for filing. See Federal Rules of Appellate Procedure, Rule 25(a). Example:

Docket Text

PETITIONER BRIEF filed by Big Wheel Energy [Service Date: 07/08/2009] Length of Brief: 13,652 Words. [09-1999]

Continue Back

Add Another

Continue Back Cancel

CM/ECF Appellate

Slide 23

Slide notes: CM/ECF builds a docket entry as you go through the screens to file your document. This screen shows you the docket text it has created based on your inputs so far. If anything looks incorrect, you should click the Back button and correct your entry.

We'll assume everything is correct. Click on the Continue button.

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure for more information. "14,000 Words"

13,652

Document: C:\cmec

Event Review

Attention!
Pressing the SUBMIT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you continue.

PETITIONER BRIEF filed by Big Wheel Energy [Service Date: 07/08/2009]
Length of Brief: 13,652 Words. [09-1999]

Submit Back

Continue Back Cancel

Slide 24

Slide notes: This is the "point of no return". As the message indicates, once you click the Submit button on this screen your transaction is then submitted to the court. You will have no further opportunities to back up or change anything. So be sure the text reads the way you want it to. Click on the Submit button.

Docketing Appellant/Petitioner Brief Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(159) Prior to completing the filing of this entry, check the brief for compliance with the Federal Rules of Appellate Procedure and D.C. Circuit Rules 28, 28.1, 29, 31, and 32. Refer to the [Brief Compliance Checklist for Pro Se and Attorney Filers](#) available from the court's website for additional guidance. If the brief fails to comply, cancel this entry and correct the brief before filing.

NOTE

(158) Please enter the page, line or word count certification for the brief below. Consult Federal Rules of Appellate Procedure and DC Circuit Rules 28.1, 29 and 32 for length limitations. For example: "14,000 Words"

Additional Information

Certificate of Compliance

13,652 Words

Event Docketed

The docketed transaction has been completed.

OK

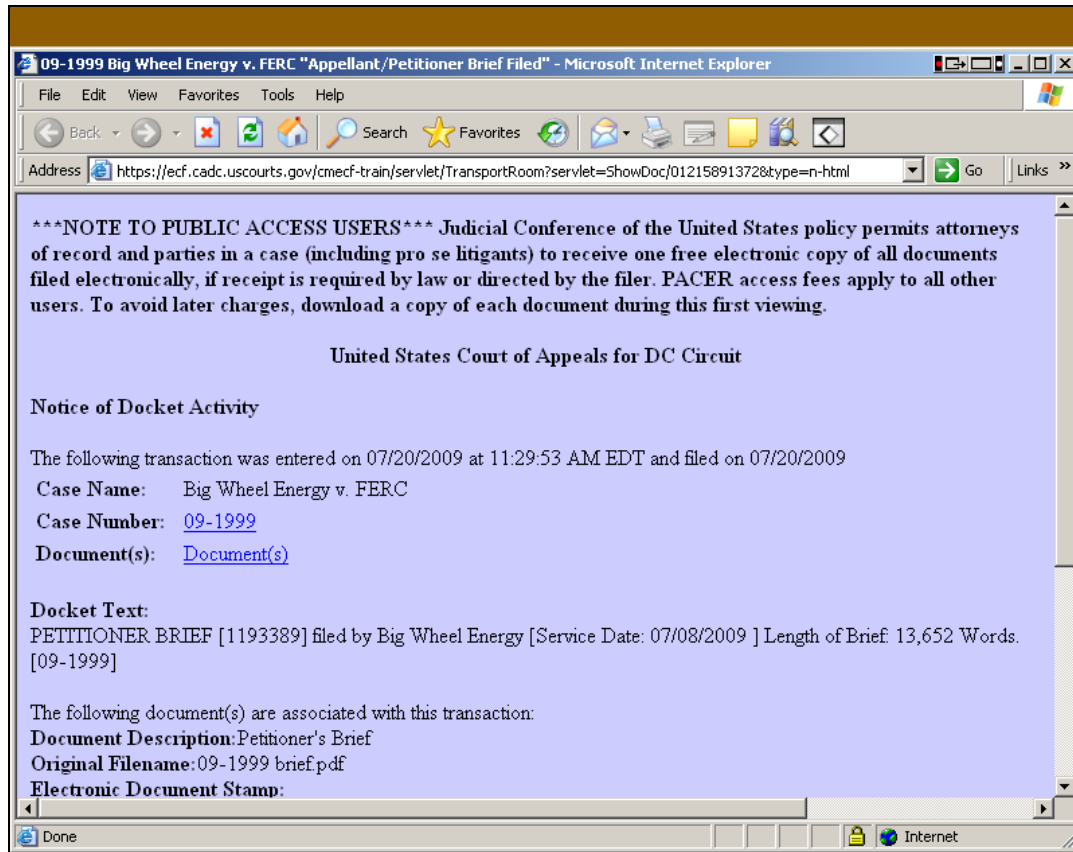
Document: C:\cmecf\09-1999 brief.pdf Browse... Description: Petitioner's Brief

Add Another

Continue Back Cancel

Slide 25

Slide notes: Once the CM/ECF server has received your transaction you will see this dialog box indicating the docketed transaction has been completed. Click the OK button.



Notice of Docket Activity

Slide notes: A Notice of Docket Activity or NDA immediately opens up in a separate browser window. This notice constitutes service on all parties who have registered for electronic filing. Close this window by clicking on the X in the upper right corner.

Docketing Appendix Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

File a Document

Case: 09-1999 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 07/08/2009

Select One

- ☒ Appendices or Joint Appendix
- ☐ Brief(Appendix Deferred)
- ☐ Brief (Appendix Not Deferred)
- ☐ Brief(Cross-Appeal Appendix Deferred)
- ☐ Brief(CrossAppeal Appendix Not Deferred)
- ☐ Brief(Supplemental or Errata to Brief)
- ☐ Certificates
- ☐ Forms
- ☐ Letters
- ☐ Motion
- ☐ Notices
- ☐ Other

☒ Appendix Filed

☐ Supplemental Appendix Filed

☐ Statutory Addendum to Brief Filed


Check boxes for each additional case in which this document should be filed.

Case Selection

- ☒ 09-1999 Big Wheel Energy v. FERC (Target Case)

Slide 27

Slide notes: CM/ECF returns you to the initial docketing screen. If you had another document to file you would do so at this point.



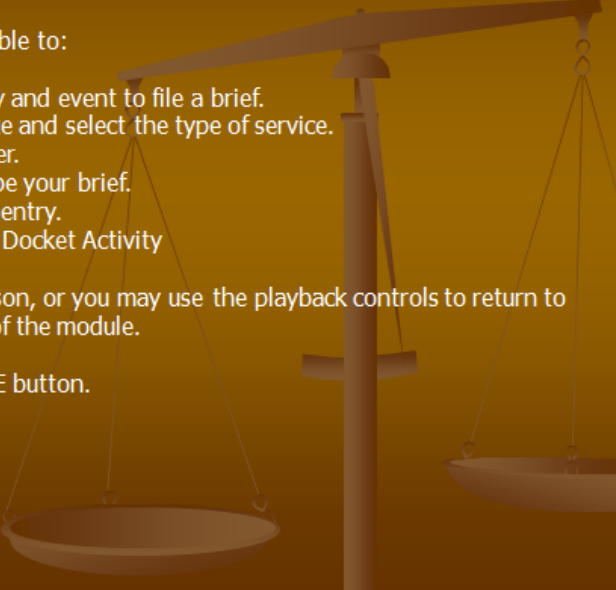
Summary

You should now be able to:

- Select the category and event to file a brief.
- Enter a service date and select the type of service.
- Select the party filer.
- Upload and describe your brief.
- Submit the docket entry.
- View the Notice of Docket Activity

You may exit the lesson, or you may use the playback controls to return to any desired section of the module.

Click the **CONTINUE** button.



Summary

Slide notes: This concludes the lesson module. Before we go, let's summarize. You should now be able to do all the things in this list.

You may exit the lesson or use the playback controls to return to any desired section of the module. When ready, press the Continue button to end the lesson.



Exit the Lesson

Slide notes: Thank you for taking the lesson. Goodbye.